

**PAID INTERNSHIP PROGRAM  
OFFICE OF THE CHIEF CLERK  
CALIFORNIA STATE ASSEMBLY**

Each year, the Office of the Assembly Chief Clerk hires five interns from California State University, Sacramento and University of California, Davis. The program provides students with a unique opportunity to work at the State Capitol and learn the legislative process in a non-partisan office. Interns are placed in the office as full-time staff for a period of 4 to 7 months. Students perform duties as legislative clerks, including: amending and proofreading bills; processing legislation, analyses, and paperwork; and serving as liaison between the Assembly, Senate, Secretary of State, and Governor's Office. Interns are granted floor privileges.

On Fridays, interns are treated to our unique Guest Speaker Program, where important figures in California politics speak exclusively to the Chief Clerk's interns, providing them with valuable insight into the Capitol scene. Guest Speakers have included legislators, key policy staff from the Governor's Office and legislative committees, newspaper columnists, the State Librarian, and lobbyists. Special tours of state facilities, plus roundtable discussions of parliamentary procedure also assist the interns in gaining a broad perspective of the legislative process. Interns are also afforded the opportunity to take classes at the Capitol that cover legislative computer software, office procedures, etc.

Interns are paid \$1575 per month, and may earn up to 10 UCD units/12 CSUS units. Juniors and Seniors of all majors may apply. Interviews are held each October. Interns begin employment in February or April and serve until September.

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